FINANCIAL ASSISTANCE FUNDING OPPORTUNITY ANNOUNCEMENT



U.S. Department of Energy Idaho Operations Office

Nuclear Engineering Education Research (NEER) Program

Funding Opportunity Number: DE-PS07-05ID14715

Announcement Type: Modification 2

CFDA Number: 81.114

Issue Date: 09/01/2005

Modification Date: 10/12/2005

Letter of Intent Due Date: 10/03/2005

Pre-Application Due Date: Not Applicable

Application Due Date: 11/03/05 at 8:00 PM Eastern Time

NOTE: NEW REQUIREMENTS FOR GRANTS.GOV

Where to Submit: Applications must be submitted through Grants.gov to be considered for award.

Registration Requirements: There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See http://www.grants.gov/GetStarted. Use the Grants.gov Organization Registration Checklist at http://www.grants.gov/assets/OrganizationRegCheck.doc to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 14 days to complete these requirements. It is suggested that the process be started as soon as possible.

Questions: Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. Part VII of this announcement explains how to submit other questions to the Department of Energy (DOE).

Application Receipt Notices: After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of four e-mails. It is extremely important that the AOR <u>watch</u> for and <u>save</u> each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. You will know that your application has reached DOE when the AOR receives email Number 4. You will need the Submission Receipt Number (email Number 1) to track a submission. The titles of the four e-mails are:

Number 1 - Grants.gov Submission Receipt Number

Number 2 - Grants.gov Submission Validation Receipt for Application Number

Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number

Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number

VERY IMPORTANT – Download PureEdge Viewer: In order to download the application package, you will need to install PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically and securely. For a free version of the software, visit the following web site: http://www.grants.gov/DownloadViewer.

When submitting applications against this funding announcement all attached files must be in PDF format (ADOBE Portable Document Format).

Do not submit any files or letters of support that are not specifically required in this funding announcement. Any files or letters submitted outside the requirements will not be reviewed.

TABLE OF CONTENTS

PAI	RT I – FUNDING OPPORTUNITY DESCRIPTION	1
A.	BACKGROUND/PROGRAM HISTORY	1
B.	PURPOSE/OBJECTIVE	1
C.	PRIORITIES OR TECHNICAL FOCUS AREAS.	1
D.	EXAMPLES OF PREVIOUSLY FUNDED PROJECTS.	2
PAI	RT II – AWARD INFORMATION	3
A.	TYPE OF AWARD INSTRUMENT	3
B.	ESTIMATED FUNDING	3
C.	MAXIMUM AND MINIMUM AWARD SIZE	3
D.	EXPECTED NUMBER OF AWARDS.	3
E.	ANTICIPATED AWARD SIZE	3
F.	PERIOD OF PERFORMANCE	3
	TYPE OF APPLICATION.	
PAI	RT III - ELIGIBILITY INFORMATION	4
A.	ELIGIBLE APPLICANTS.	
B.	COST SHARING.	
C.	OTHER ELIGIBILITY REQUIREMENTS.	4
PAI	RT IV – APPLICATION AND SUBMISSION INFORMATION	6
A.	ADDRESS TO REQUEST APPLICATION PACKAGE	6
B.	LETTER OF INTENT AND PRE-APPLICATION.	
C.	CONTENT AND FORM OF APPLICATION – SF 424 (R&R)	
D.	SUBMISSIONS FROM SUCCESSFUL APPLICANTS	10
E.	SUBMISSION DATES AND TIMES.	
F.	INTERGOVERNMENTAL REVIEW.	.11
G.	FUNDING RESTRICTIONS	12
H.	OTHER SUBMISSION AND REGISTRATION REQUIREMENTS	12
	RT V - APPLICATION REVIEW INFORMATION	
	CRITERIA	
	REVIEW AND SELECTION PROCESS	
C.	ANTICIPATED NOTICE OF SELECTION AND AWARD DATES	14
	RT VI - AWARD ADMINISTRATION INFORMATION	
	AWARD NOTICES.	
	ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS	
C.	REPORTING.	15

PA	RT VII - QUESTIONS/AGENCY CONTACTS	16
A.	QUESTIONS	16
В.	AGENCY CONTACT	16
РΑ	RT VIII - OTHER INFORMATION	17
A.	MODIFICATIONS.	17
B.	GOVERNMENT RIGHT TO REJECT OR NEGOTIATE	17
C.	COMMITMENT OF PUBLIC FUNDS.	17
D.	PROPRIETARY APPLICATION INFORMATION	17
E.	EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL	17
F.	INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM	18
G.	NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES	18
Н.	APPENDIX A. REPORTING CHECKLIST	20

PART I – FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND/PROGRAM HISTORY.

The U.S. Department of Energy (DOE), Idaho Operations Office (ID) is seeking applications for research and development projects from U.S. colleges and universities with nuclear engineering degree programs, or equivalent of a minor in nuclear engineering, or licensed, operating research reactors. Institutions that have a current DOE supported Minority-Majority partnership award are eligible to apply for this program. In order for a Historically Black college or University (HBCU) or a Hispanic Serving Institution (HIS) to be eligible for a NEER award, they must either meet the standard NEER eligibility requirements or have a current DOE supported Minority-Majority partnership award.

Applications should be directed to state-of-the-art research that contributes to any of the following nine areas: 1) reactor physics, 2) reactor engineering, 3) reactor materials, 4) radiological engineering, 5) radioactive waste management, 6) applied radiation science, 7) nuclear safety and risk analysis, 8) innovative technologies for next generation reactors, space power and propulsion, or radiation sources, and 9) health physics. The research supported must be innovative. Research projects proposing incremental improvements in technologies related to conventional light water reactor technologies, or research typically supported by the U.S. Nuclear Regulatory Commission or other DOE Program Offices are not encouraged.

The Nuclear Engineering Education Research (NEER) Program was revitalized in FY 1998 and seeks to increase nuclear education research at U.S. universities and colleges. The program has sponsors basic research in nuclear education, encourages the involvement of nuclear engineering students in the projects, and contributes to strengthening the academic community's nuclear engineering infrastructure. The objective is to help U.S. universities and colleges stay at the forefront of nuclear education and research.

B. PURPOSE/OBJECTIVE.

The objective of the NEER program is to revitalize and increase nuclear education research at U.S. universities and colleges. The purpose of the NEER program is to:

- Support basic research in nuclear engineering at eligible universities,
- Assist in developing nuclear engineering students, and
- Contribute to strengthening the academic community's nuclear engineering infrastructure, and
- Enable the nation's nuclear engineering universities to support a stable national undergraduate enrollment of approximately 1,500 students by 2015 to meet the nation's need for trained nuclear scientists and engineers. Note: This goal is currently being amended by DOE Headquarters and will change by time of award.

C. PRIORITIES OR TECHNICAL FOCUS AREAS.

Applications for NEER grants should be directed to state-of-the-art research that contributes to any of the following nine areas detailed below. When submitting your application, the title of your project should start with the technical areas number (Part I, 6) that your project falls under; i.e., 6. Applied radiation science: "Your Title."

1. **Reactor physics** focuses on improvements in reactor computational methodologies in the light of continuing dramatic improvements in computing hardware. This research effort includes, but is not limited to, improvements in core neutronics, reactor kinetics,

- radiation transport, fission product behavior, nuclear fuel management and fuel cycle optimization.
- 2. **Reactor engineering** focuses on improvements in models and analysis of thermal hydraulics, operations, instrumentation and control, fuel cycle and fuel behavior.
- 3. **Reactor materials research** addresses the application of materials science to improve knowledge of materials behavior in a radiation environment typical of fission power plants, including, but not limited to, core and non-core materials in reactor systems, fuels and fuel materials, the modeling of radiation effects, and corrosion and erosion during plant life extension.
- 4. **Radiological engineering** focuses on improved instrumentation for health physics or biomedical applications, and on the development of dosimetry techniques for monitoring of radiation exposures due to neutrons and other radiation in the medical application of radiation sources for diagnosis and imaging.
- 5. Radioactive waste management focuses on the development of innovative nuclear instruments or nuclear techniques to monitor or remediate radioactive or mixed hazardous wastes in soil or water as part of the effort to improve the environmental quality of a federal or commercial site, and includes, but is not limited to, disposition of fissile material, high level waste, low level waste, spent fuel storage, decontamination and decommissioning.
- 6. **Applied radiation science** focuses on applications of radiation sources and research reactors, including, but not limited to, application of radiation transport to industrial usage, radiation beams and sources, and non-destructive testing.
- 7. Nuclear safety and risk analysis includes innovative applications of computer systems and computational tools to improvements in the safety and reliability of nuclear reactor operation, including advances in reactor control and instrumentation, and real-time instrumentation to monitor component and system performance. In addition, this research effort addresses the safety issues of next generation reactors, waste management and nuclear materials handling, safety issues for foreign reactors and non-proliferation issues.
- 8. **Innovative technologies** focus on innovative design concepts for improved next generation power reactors, space nuclear power and propulsion applications and the development of new radiation sources.
- 9. Health physics includes radiation interaction, detection, and dosimetry, radiation protection standards and regulations, biological effects, risk assessment and ALARA (As Low As Reasonably Achievable Radiation exposure) concepts, radiological emergency management, and environmental monitoring and assessment. This program is not intended to support medical physics.

D. EXAMPLES OF PREVIOUSLY FUNDED PROJECTS.

Information on prior NEER awards and annual reports are available under the Universities Activities section listed under Program Offices on the Office of Nuclear Energy, Science, and Technology's web-site at: http://www.ne.doe.gov/.

PART II – AWARD INFORMATION

A. TYPE OF AWARD INSTRUMENT.

DOE anticipates awarding grants under this program announcement.

B. ESTIMATED FUNDING.

Approximately \$1,600,000 is expected to be available for new awards under this announcement.

C. MAXIMUM AND MINIMUM AWARD SIZE.

Ceiling (i.e., the maximum amount for an individual award made under this announcement): \$300,000

Floor (i.e., the minimum amount for an individual award made under this announcement): None

D. EXPECTED NUMBER OF AWARDS.

DOE anticipates making approximately 15 awards under this announcement.

E. ANTICIPATED AWARD SIZE.

DOE anticipates that awards will be in the \$100,000 to \$300,000 range for the total project period of 1 to 3 years. [For collaborating projects that involve two eligible institutions, DOE anticipates awards will be in the \$200,000 to \$600,000 range for the total project period of 1 to 3 years. However, DOE will issue individual awards to each eligible collaborating University participating in the application.]

DOE expects to fund approximately \$100,000 per eligible institution per year, for 1 to 3 years.

F. PERIOD OF PERFORMANCE.

DOE anticipates making awards that will run up to 36 months. Project performance periods are divided into budget periods. The performance period for each budget period is anticipated to be 12 months.

G. TYPE OF APPLICATION.

DOE will accept new and renewal applications under this announcement. Renewal applications are requests for additional funding for a period subsequent to that provided by a current award. Renewal applications compete with all other applications and must be submitted by any established due date/deadline or at least six months before additional funding is required if there is no specified due date/deadline. In preparing a renewal application, applicants should assume that reviewers will not have access to previous applications. The application should be developed as fully as though the applicant were applying for the first time. The application must include all the information required for a new project, plus the project narrative section should discuss the results from prior work.

PART III - ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS.

In accordance with 10 CFR 600.6(b), eligibility for award is restricted to U.S. colleges and universities with nuclear engineering degree programs, or equivalent of a minor in nuclear engineering, or licensed, operating research reactor. Universities that utilize a non-university, state-operated research reactor in their state are also eligible to apply. Applications from institutions that utilize a research reactor but do not have a nuclear engineering degree or option must have research in one of the nine research areas *and* make use of the research reactor in the research. Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs) are encouraged to submit applications or join others in submitting applications. However, no portion of this program will be set aside for HBCU and MI participation.

B. COST SHARING.

Cost sharing is not required.

C. OTHER ELIGIBILITY REQUIREMENTS.

If an eligible institution partners with a non-eligible institution, the following conditions apply:

1) The total recommended budget is still only \$100,000 per year; 2) The total non-eligible institutions cannot exceed 30% of the total funding per year; 3) The lead and co-Principal Investigators must be from the eligible institution; 4) The funding to the non-eligible institution is from the eligible institution, as a subcontract. However, if the non-eligible institution is a Federally Funded Research and Development Center (FFRDC) contractor, then the funding will be sent directly from DOE to that FFRDC contractor. There may be no more than two new awards per institution.

There may be only one NEER award at a given time per lead principal investigator (PI); this does not prevent a co-PI from having more than one NEER grant at a given time. Lead PI's that have a prior year NEER grant ending in FY-06 are eligible to apply under this solicitation.

If an application involves collaboration with a foreign entity, no DOE funds can be used to fund the foreign entity.

Federally Funded Research and Development Center (FFRDC) Contractors.

FFRDC applicants are not eligible for an award under this announcement, but they may be proposed as a team member subject to the following guidelines:

<u>Authorization for non-DOE FFRDCs</u>. The Federal agency sponsoring the FFRDC contractor must authorize in writing the use of the FFRDC contractor on the proposed project and this authorization must be submitted with the application. The use of a FFRDC contractor must be consistent with the contractor's authority under its award and must not place the FFRDC contractor in direct competition with the private sector.

<u>Authorization for DOE FFRDCs</u>. The cognizant DOE FFRDC contracting officer must authorize in writing the use of a DOE FFRDC contractor on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization.

"Authorization is granted for the _____ Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complimentary to the missions of the laboratory, will not adversely impact execution of the DOE assigned programs at the laboratory, and will not place the laboratory in direct competition with the domestic private sector."

<u>Value/Funding</u>. The value of, and funding for, the FFRDC contractor portion of the work will not normally be included in the award to a successful applicant. Usually, DOE will fund a DOE FFRDC contractor through the DOE field work proposal system and other FFRDC contractors through an interagency agreement with the sponsoring agency.

FFRDC Contractor Effort:

The aggregate total of all non-eligible institutions, which include FFRDCs, cannot exceed 30% of the total estimated cost of the project, including the applicant's and the FFRDC contractor's portions of the effort.

<u>Responsibility</u>. The applicant, if successful, will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to, disputes and claims arising out of any agreement between the applicant and the FFRDC contractor.

PART IV - APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION PACKAGE.

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package. NOTE: You will not be able to download the Application Package unless you have installed PureEdge Viewer (See: http://www.grants.gov/DownloadViewer).

B. LETTER OF INTENT AND PRE-APPLICATION.

1. Letter of Intent.

Applicants are requested to submit an email letter of intent to apply by October 3, 2005. This email should include the name of the applicant, the title of the project, and the name and contact information of the Project Director/Principal Investigator(s). These emails will be used to organize and expedite the merit review process. Failure to submit such notice will not negatively effect a responsive application submitted in a timely fashion.

The letter should be e-mailed to Ronald Fellows at Ronald.Fellows@nuclear.energy.gov. Applicants are encouraged to submit names of up to six reviewers that are considered known experts for potential use in a particular research area. This information can be included with the letter of intent email and should also be sent to Ronald Fellows at Ronald.Fellows@nuclear.energy.gov.

The title of your project should start with the technical areas number (Part I, C) that your project falls under; i.e., 6. Applied radiation science: "Your Title."

2. Pre-application.

Pre-applications are not required.

C. CONTENT AND FORM OF APPLICATION – SF 424 (R&R).

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.

Important Notice – When submitting applications please ensure that:

- A) The Title of your project is entered as the title in the proper area Please do not enter your Institutions name:
- B) All attached files must be in PDF format:
- C) Read all instructions to ensure that all requirements are attached correctly and in the proper format;
- D) Please only load your proposal once.

1. SF 424 (R&R).

Complete this form first to populate data in other forms. Complete all the required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the "Help Mode" (Icon with the pointer and question mark at the top of the form). The list of certifications and assurances referenced in Field 18 can be found on the Applicant and Recipient Page at http://grants.pr.doe.gov.

Note: The title of your project should start with the technical areas number (Part I, C) that your project falls under; i.e., 6. Applied radiation science: "Your Title."

2. RESEARCH AND RELATED Other Project Information.

Complete questions 1 through 5 and attach files in fields 6-11, as necessary. The attached PDF files must comply with the following instructions:

Project Summary/Abstract (Field 6 on the Form)

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the publication. It should be a self-contained document that identifies the name of the applicant, the principal investigator(s)/project director, the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary must not exceed 1 page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font not smaller than 11 point. To attach a Project Summary/Abstract PDF file to your Grants.gov submittal, click "Add Attachment."

Project Narrative (Field 7 on the Form)

The project narrative must not exceed 15 pages, including charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right). EVALUATORS WILL ONLY REVIEW THE NUMBER OF PAGES SPECIFIED IN THE PRECEEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application, because the information contained in these sites will not be reviewed. See Part VIII.D for instructions on how to mark proprietary application information. To attach a Project Narrative PDF file to your Grants.gov submittal, click "Add Attachment."

The project narrative must include:

<u>Project Objectives</u>. This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.

Merit Review Criterion Discussion. The section should be formatted to address each of the merit review criterion and sub-criterion listed in Section V. A. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. DOE WILL EVALUATE AND CONSIDER ONLY

THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION.

<u>Project Timetable</u>: This section should outline as a function of time, year by year, all the important activities or phases of the project, including any activities planned beyond the project period. Successful applicants must use this project timetable to report progress. Applicants should use July 1, 2006 as the start date for the timetable.

<u>Evaluation Phase</u>: This section must include a plan and metrics to be used to assess the success of the project.

Biographical Sketch Appendix

Provide a biographical sketch for the project director/principal investigator (PD/PI) and each senior/key person listed in Section A on the R&R Budget form. Provide the biographical sketch information as an appendix to your project narrative. Do not attach a separate file. The biographical sketch appendix will not count in the project narrative page limitation however it is restricted to the following limitations:

The biographical information for each person must not exceed 2 pages when printed on 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) with font not smaller than 11 point and must include:

<u>Education and Training</u>. Undergraduate, graduate and postdoctoral training, provide institution, major/area, degree and year.

<u>Research and Professional Experience</u>: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

<u>Publications</u>. Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

Patents, copyrights and software systems developed may be provided in addition to or substituted for publications.

<u>Synergistic Activities</u>. List no more than 5 professional and scholarly activities related to the effort proposed.

Regarding the *Synergistic Activities* area, if you submitted a proposal in response to the DOE FY06 NERI Funding Announcement No. DE-PS07-05ID14713, provide the title of your proposal submission.

Additional Requirements.

Along with your brief description under the *Research and Professional Experience* area, include a notation regarding tenure status.

Bibliography & References Cited (Field 8 on the form)

Provide a bibliography of any references cited in the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Applicants should be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application. To attach a document for Bibliography and References Cited to your Grants.gov submittal, click "Add Attachment."

Facilities & Other Resources (Field 9 on the form)

This information is used to assess the capability of the organizational resources, including subawardee resources, available to perform the effort proposed. Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project. To attach a document for Facilities and Other Resources to your Grants.gov submittal, click "Add Attachment."

Equipment (Field 10 on the form)

List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities. To attach a document for Equipment to your Grants.gov submittal, click "Add Attachment."

Other Attachment (Field 11 on the form)

If you need to elaborate on your responses to questions 1-5 on the "Other Project Information" document, provide the information in a single file named "projinfo.pdf." Click on "Add Attachments" in Field 11 to attach the file to your Grants.gov submittal.

Budget for DOE Federally Funded Research and Development Center (FFRDC) Contractor, if applicable. If a DOE FFRDC contractor is to perform a portion of the work, you must provide a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at http://grants.pr.doe.gov. Use up to 10 letters of the FFRDC name (plus .pdf) as the file name (e.g., lanl.pdf or anl.pdf), and click on "Add Attachments" in Field 11 to attach to your Grants.gov submittal.

3. RESEARCH AND RELATED BUDGET.

Complete the Research and Related Budget form in accordance with the instructions on the form (Activate Help Mode to see instructions) and the following instructions. You must complete a separate budget for each year of support requested. The form will generate a cumulative budget for the total project period. You must complete all the mandatory information on the form before the NEXT PERIOD button is activated. You may request funds under any of the categories listed as long as the item and amount are

necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Applicants should use July 1, 2006 as the start date for their proposed budget.

NOTE: Budget Justification (Field K on the form). Provide the required supporting information for the following costs (See R&R Budget instructions): equipment; domestic and foreign travel; participant/trainees; material and supplies; publication; consultant services; ADP/computer services; subaward/consortium/contractual; equipment or facility rental/user fees; alterations and renovations; and indirect cost type. Provide any other information you wish to submit to justify your budget request. Attach a single budget justification file for the entire project period in Block K. The file automatically carries over to each budget year.

- 4. RESEARCH AND RELATED SUBAWARD BUDGET ATTACHMENT(S) FORM. Budgets for Subawardees, other than DOE FFRDC Contractors. You must provide a separate <u>cumulative</u> R&R budget for each subawardee that is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (whichever is less). If you are selected for award, you must submit a multi-year budget for each of these subawardee (See Section IV.D for submission of Subawardees' multi-year budgets). Download the R&R Budget Attachment from the R&R SUBAWARD BUDGET ATTACHMENT(S) FORM and e-mail it to each subawardee that is required to submit a separate budget. Note: Subwardees must have installed PureEdge Viewer before they can complete the form. After the Subawardee has e-mailed its completed budget back to you, attach it to one of the blocks provided on the form. Use up to 10 letters of the subawardee's name (plus .xfd) as the file name (e.g., ucla.xfd or energyres.xfd).
- 5. SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES. If applicable, complete SF-LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying."

D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS.

Successful applicants must submit the information listed below not later than 20 calendars days after notification of selection. Applicants who fail to provide the information within the required time period may be eliminated from further consideration.

What to submit	Required Form or Format	
Designated Responsible Employee for complying with national policies prohibiting	No special format.	
discrimination. Provide organization name, project title, DOE application tracking number and the	E-mail information to: Ronald.Fellows@nuclear.energy.gov	
name, title, and phone number of Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR		

1040.5).		
Environmental Questionnaire. You must complete and submit an environmental questionnaire.	Environmental Checklist located under FA Forms, Formats, and Guidance at www.id.doe.gov/PSD/PSDHomepage.ht m. E-mail information to: Ronald.Fellows@nuclear.energy.gov	
Multi-year Budgets for Subaward(s) You must provide a separate multi-year budget (i.e., a budget for each budget year of support requested) for each subaward file provided on the R&R Subaward Budget Attachment(s) Form (See Part IV,C.6).	Use an excel spreadsheet to prepare the multi-year budget(s). Cost Proposal Guidelines excel spreadsheet is available under FA Forms, Formats, and Guidance at www.id.doe.gov/PSD/PSDHomepage.htmm .	
	Send a separate file for each subawardee to E-mail information to:	
	Ronald.Fellows@nuclear.energy.gov	
Representation of Limited Rights Data and Restricted Software.	Use form on Applicant and Recipient Page at http://grants.pr.doe.gov	
	Send representation to Ronald.Fellows@nuclear.energy.gov	

E. SUBMISSION DATES AND TIMES.

1. Pre-application Due Date.

Pre-applications are not required.

2. Application Due Date.

Applications must be received by November 03, 2005, not later than 8:00 PM Eastern Time. You are encouraged to transmit your application well before the deadline. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

F. INTERGOVERNMENTAL REVIEW.

This program is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.

G. FUNDING RESTRICTIONS.

<u>Cost Principles</u>. Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR Part 600.

<u>Pre-award Costs.</u> Recipients may charge to an award resulting from this announcement preaward costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

1. Where to Submit.

APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE

CONSIDERED FOR AWARD. Submit electronic applications through the "Apply for Grants" function at www.grants.gov. If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to support@grants.gov.

2. Registration Process.

You must COMPLETE the one-time registration process (<u>all steps</u>) before you can submit your first application through Grants.gov (See <u>www.grants.gov/GetStarted</u>). **We recommend that you start this process at least two weeks before the application due date**. It may take 14 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at http://www.grants.gov/assets/OrganizationRegCheck.doc to guide you through the process. IMPORTANT: During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN).

PART V - APPLICATION REVIEW INFORMATION

A. CRITERIA

1. Initial Review Criteria.

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement.

3. Merit Review Criteria.

DOE shall make each award based on the following criteria:

- Scientific and/or technical merit of the education benefit of the project (50 points).
- Appropriateness of the proposed method or approach (35 points).
- Competency of the applicant's personnel and adequacy of the proposed facilities (15 points).

4. Other Selection Factors.

<u>Program Policy Factors</u>: DOE shall also consider, as part of the evaluation, other available advice or information and cost considerations, as well as the need to ensure an appropriate program balance. In addition, consideration may be given to the following program policy factors:

- The principal investigator with the most significant time commitment to the project in a tenure-track (but not yet tenured) position;
- The application being the sole award to a college or university campus;
- The application being the sole award to a particular state;
- The application requesting two years or less of support; and
- The application requesting funding of less than \$100K per year, unless the application involves a teaming effort among two or more eligible institutions.

B. REVIEW AND SELECTION PROCESS.

1. Merit Review.

Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance and Unsolicited Proposals." This guide is available under Financial Assistance, Regulations and Guidance at http://professionals.pr.doe.gov/ma5/ma-5web.nsf/?Open.

2. Selection.

The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

3. Discussions and Award.

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES.

DOE anticipates notifying applicants selected for award by the end of April 2006 and making awards by the end of June 2006.

Part VI - AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES.

1. Notice of Selection.

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

2. Notice of Award.

A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It normally includes, either as an attachment or by reference: 1. Special Terms and Conditions; 2. Applicable program regulations, if any; 3. Application as approved by DOE; 4. DOE assistance regulations at 10 CFR Part 600, or, for Federal Demonstration Partnership (FDP) institutions, the FDP terms and conditions; 5. National Policy Assurances To Be Incorporated As Award Terms; 6. Budget Summary; and 7. Federal Assistance Reporting Checklist, which identifies the reporting requirements.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.

1. Administrative Requirements.

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (See: http://ecfr.gpoaccess.gov), except for grants made to Federal Demonstration Partnership (FDP) institutions. The FDP terms and conditions and DOE FDP agency specific terms and conditions are located on the National Science Foundation web site at http://www.nsf.gov/awards/managing/fed_dem_part.jsp.

2. Special Terms and Conditions and National Policy Requirements.

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements and National Policy Assurances To Be Incorporated As Award Terms are located at http://grants.pr.doe.gov.

Intellectual Property Provisions.

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at http://www.gc.doe.gov/techtrans/sipp matrix.html.

C. REPORTING.

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. See Appendix A for the proposed Reporting Checklist for this program.

PART VII - QUESTIONS/AGENCY CONTACTS

A. QUESTIONS.

Questions regarding the content of the announcement must be submitted through the "Submit Question" feature of the DOE Industry Interactive Procurement System (IIPS) at http://e-center.doe.gov. Locate the program announcement on IIPS and then click on the "Submit Question" button. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. DOE/NNSA cannot answer these questions.

B. AGENCY CONTACT.

Ronald Fellows, Contract Specialist Ronald.Fellows@nuclear.energy.gov

FAX: (208) 526-5548

Telephone: (208) 526-0536

PART VIII - OTHER INFORMATION

A. MODIFICATIONS.

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE.

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. COMMITMENT OF PUBLIC FUNDS.

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

D. PROPRIETARY APPLICATION INFORMATION.

Patentable ideas, trade secrets, proprietary or confidentional commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

"The data contained in pages _____ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant."

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

"The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL.

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal

reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM.

<u>Patent Rights</u>. The government will have certain statutory rights in an invention that is conceived or first actually reduced to practice under a DOE award. 42 U.S.C. 5908 provides that title to such inventions vests in the United States, except where 35 U.S.C. 202 provides otherwise for nonprofit organizations or small business firms. However, the Secretary of Energy may waive all or any part of the rights of the United States subject to certain conditions. (See "Notice of Right to Request Patent Waiver" in paragraph G below.)

Rights in Technical Data. Normally, the government has unlimited rights in technical data created under a DOE agreement. Delivery or third party licensing of proprietary software or data developed solely at private expense will not normally be required except as specifically negotiated in a particular agreement to satisfy DOE's own needs or to insure the commercialization of technology developed under a DOE agreement.

G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER.

Applicants may request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of an agreement as a result of this announcement, in advance of or within 30 days after the effective date of the award. Even if such advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver of the rights of the United States in identified inventions, i.e., individual inventions conceived or first actually reduced to practice in performance of the award. Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784.

H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES.

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

LIST OF ATTACHMENTS.

Appendix A – NEER Reporting Requirements Checklist

APPENDIX A

U.S. Department of Energy FEDERAL ASSISTANCE REPORTING CHECKLIST AND INSTRUCTIONS

1. Identification Number	2. Program/Project Title:					
3. Recipient:						
4. Reporting Requirements:	Frequency	No. of Copies	Addressees			
MANAGEMENT REPORTING X Progress Report X Special Status Report	Y^1 A^1	via Email via Email	A, B, C A, B, C			
SCIENTIFIC/TECHNICAL REPORTING (Reports/Products must be submitted with appropriate DOE F 241. The 241 forms are available at www.osti.gov/elink.)						
Report/Product Form X Final Scientific/Technical Report DOE F 241.3 Conference papers/proceedings* DOE F 241.3 Software/Manual DOE F 241.3 Other (see Special Instructions) DOE F 241.3 *Scientific and technical conferences only	F ¹	via Email & Elink	A, B, C, D			
FINANCIAL REPORTING SF-269, Financial Status Report X SF-269A, Financial Status Report (Short Form) SF-272, Federal Cash Transactions Report	Y^1, F^1	via Email	A			
CLOSEOUT REPORTING X Patent Certification X Property Certification Other (see Special Instructions)	F ¹ F ¹	2	Instructions will be provided prior to award close-out.			
OTHER REPORTING Other (see Special Instructions)						
FREQUENCY CODES AND DUE DATES: A - Within 5 calendar days after events or as specified F - Final; 90 calendar days after expiration of the award Y - Yearly; 90 days after the end of the reporting period S - Semiannually; within 30 days after the end of the reporting period Q - Quarterly; within 30 days after the end of the reporting period						
 5. Special Instructions: 1 - In addition to the Federal Assistance Reporting Instructions, see Special Instructions - Continued, Page 7. 						

Federal Assistance Reporting Instructions

I. MANAGEMENT REPORTING

Progress Report

The Progress Report must provide a concise narrative assessment of the status of work and include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist:

- 1. The DOE award number and name of the recipient.
- 2. The project title and name of the project director/principal investigator.
- 3. Date of report and period covered by the report.
- 4. A comparison of the actual accomplishments with the goals and objectives established for the period and reasons why the established goals were not met.
- 5. A discussion of what was accomplished under these goals during this reporting period, including major activities, significant results, major findings or conclusions, key outcomes or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, do not include the information, but include a note in the report advising the reader to contact the Principal Investigator or the Project Director for further information.
- 6. Cost Status. Show approved budget by budget period and actual costs incurred. If cost sharing is required break out by DOE share, recipient share, and total costs.
- 7. Schedule Status. List milestones, anticipated completion dates and actual completion dates. If you submitted a project management plan with your application, you must use this plan to report schedule and budget variance. You may use your own project management system to provide this information.
- 8. Any changes in approach or aims and reasons for change. Remember significant changes to the objectives and scope require prior approval by the contracting officer.
- 9. Actual or anticipated problems or delays and actions taken or planned to resolve them.
- 10. Any absence or changes of key personnel or changes in consortium/teaming arrangement.
- 11. A description of any product produced or technology transfer activities accomplished during this reporting period, such as:
 - A. Publications (list journal name, volume, issue); conference papers; or other public releases of results. Attach or send copies of public releases to the DOE Project Officer identified in Block 11 of the Notice of Financial Assistance Award.
 - B. Web site or other Internet sites that reflect the results of this project.
 - C. Networks or collaborations fostered.

- D. Technologies/Techniques.
- E. Inventions/Patent Applications.
- F. Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.

Special Status Report

The recipient must report the following events by e-mail as soon as possible after they occur:

- 1. Developments that have a significant favorable impact on the project.
- 2. Problems, delays, or adverse conditions which materially impair the recipient's ability to meet the objectives of the award or which may require DOE to respond to questions relating to such events from the public. For example, the recipient must report any of the following incidents and include the anticipated impact and remedial action to be taken to correct or resolve the problem/condition:
 - a. Any single fatality or injuries requiring hospitalization of five or more individuals.
 - b. Any significant environmental permit violation.
 - c. Any verbal or written Notice of Violation of any Environmental, Safety, and Health statutes or regulations.
 - d. Any incident which causes a significant process or hazard control system failure.
 - e. Any event which is anticipated to cause a significant schedule slippage or cost increase.
 - f. Any damage to Government-owned equipment in excess of \$50,000.
 - g. Any other incident that has the potential for high visibility in the media.

II. SCIENTIFIC/TECHNICAL REPORTS

Final Scientific/Technical Report

<u>Content</u>. The final scientific/technical report must include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist:

- 1. Identify the DOE award number; name of recipient; project title; name of project director/principal investigator; and consortium/teaming members.
- 2. Display prominently on the cover of the report any authorized distribution limitation notices, such as patentable material or protected data. Reports delivered without such notices may be deemed to have been furnished with unlimited rights, and the Government assumes no liability for the disclosure, use or reproduction of such reports.
- 3. Provide an executive summary, which includes a discussion of 1) how the research adds to

the understanding of the area investigated; 2) the technical effectiveness and economic feasibility of the methods or techniques investigated or demonstrated; or 3) how the project is otherwise of benefit to the public. The discussion should be a minimum of one paragraph and written in terms understandable by an educated layman.

- 4. Provide a comparison of the actual accomplishments with the goals and objectives of the project.
- 5. Summarize project activities for the entire period of funding, including original hypotheses, approaches used, problems encountered and departure from planned methodology, and an assessment of their impact on the project results. Include, if applicable, facts, figures, analyses, and assumptions used during the life of the project to support the conclusions.
- 6. Identify products developed under the award and technology transfer activities, such as:
 - a. Publications (list journal name, volume, issue), conference papers, or other public releases of results. If not provided previously, attach or send copies of any public releases to the DOE Project Officer identified in Block 11 of the Notice of Financial Assistance Award:
 - b. Web site or other Internet sites that reflect the results of this project;
 - c. Networks or collaborations fostered;
 - d. Technologies/Techniques;
 - e. Inventions/Patent Applications, licensing agreements; and
 - f. Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.
- 7. For projects involving computer modeling, provide the following information with the final report:
 - a. Model description, key assumptions, version, source and intended use;
 - b. Performance criteria for the model related to the intended use;
 - c. Test results to demonstrate the model performance criteria were met (e.g., code verification/validation, sensitivity analyses, history matching with lab or field data, as appropriate);
 - d. Theory behind the model, expressed in non-mathematical terms;
 - e. Mathematics to be used, including formulas and calculation methods;
 - f. Whether or not the theory and mathematical algorithms were peer reviewed, and, if so, include a summary of theoretical strengths and weaknesses;
 - g. Hardware requirements; and

h. Documentation (e.g., users guide, model code).

<u>Electronic Submission</u>. The final scientific/technical report must be submitted electronically via the DOE Energy Link System (E-Link) at http://www.osti.gov/elink-2413.

<u>Electronic Format</u>. Reports must be submitted in the ADOBE PORTABLE DOCUMENT FORMAT (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematic, graphs, and charts. Materials, such as prints, videos, and books, that are essential to the report but cannot be submitted electronically, should be sent to the DOE Award Administrator at the address listed in Block 12 of the Notice of Financial Assistance Award.

Submittal Form. The report must be accompanied by a completed electronic version of DOE Form 241.3, "U.S. Department of Energy (DOE), Announcement of Scientific and Technical Information (STI)." You can complete, upload, and submit the DOE F.241.3 online via E-Link. You are encouraged not to submit patentable material or protected data in these reports, but if there is such material or data in the report, you must: (1) clearly identify patentable or protected data on each page of the report; (2) identify such material on the cover of the report; and (3) mark the appropriate block in Section K of the DOE F 241.3. Reports must not contain any limited rights data (proprietary data), classified information, information subject to export control classification, or other information not subject to release. Protected data is specific technical data, first produced in the performance of the award that is protected from public release for a period of time by the terms of the award agreement.

Conference Papers/Proceedings

<u>Content</u>. The recipient must submit a copy of any conference papers/proceedings, with the following information: (1) Name of conference; (2) Location of conference; (3) Date of conference; and (4) Conference sponsor.

<u>Electronic Submission</u>. Scientific/technical conference paper/proceedings must be submitted electronically-via the DOE Energy Link System (E-Link) at http://www.osti.gov/elink-2413. Non-scientific/technical conference papers/proceedings must be sent to the URL listed on the Reporting Checklist.

Electronic Format. Conference papers/proceedings must be submitted in the ADOBE PORTABLE DOCUMENT FORMAT (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematic, graphs, and charts. If the proceedings cannot be submitted electronically, they should be sent to the DOE Award Administrator at the address listed in Block 12 of the Notice of Financial Assistance Award.

<u>Submittal Form.</u> Scientific/technical conference papers/proceedings must be accompanied by a completed DOE Form 241.3. The form and instructions are available on E-Link at http://www.osti.gov/elink-2413. This form is not required for non-scientific or non-technical conference papers or proceedings.

Software/Manual

<u>Content.</u> Unless otherwise specified in the award, the following must be delivered: source code, the executable object code and the minimum support documentation needed by a competent user to understand and use the software and to be able to modify the software in subsequent development efforts.

<u>Submission</u>. Software/manual submissions must be sent to the DOE Award Administrator identified in Block 12 of the Notice of Financial Assistance Award. The submission must be sent on a CD-ROM, 3.5 "floppy disk", or zip disk.

<u>Submittal Form.</u> Each software deliverable and its manual must be accompanied by a completed DOE Form 241.4 "Announcement of U.S. Department of Energy Computer Software." The form and instructions are available on E-Link at http://www.osti.gov/estsc/doef2414.pdf.

III. FINANCIAL REPORTING

Recipients must complete the financial reports identified on the Reporting Checklist in accordance with the report instructions. These standard forms are available at http://www.whitehouse.gov/omb/grants/index.html. Fillable forms are available at http://grants.pr.doe.gov.

IV. CLOSEOUT REPORTS

Final Invention and Patent Report

The recipient must provide a DOE Form 2050.11, "PATENT CERTIFICATION." This form is available at http://www.directives.doe.gov/pdfs/forms/2050-11.pdf and www.grants.pr.doe.gov.

Property Certification

The recipient must provide the Property Certification, including the required inventories of non-exempt property, located at www.grants.pr.doe.gov.

SPECIAL INSTRUCTIONS - CONTINUED

- A. Your performance in providing on-time report deliverables will be monitored by Procurement Services Division (PSD), Idaho Operations Office, Department of Energy. Reports not received by the specified due date are late. Overdue, inaccurate, or non-conforming reports are not acceptable. PSD will withhold payments or take other administrative actions as needed for non-compliance with reporting requirements (see 10 CFR 600.24). Only the <u>Contracting Officer</u> may waive or excuse required reports.
- B. In order for accurate logging and processing of reports, it is critical that reports be sent to all the specified addressees and in the manner requested. PSD receives a copy of all reports via psdrept@id.doe.gov. The message subject line must include the award number.
 - Message Subject Line Example: DE-FC07-02ID99999, 4Q SF 269A Report.
- C. The official award number must also be identified on all reports. A project number, if assigned by the program manager, may also be included, but is not a substitute for the official award number.
- D. Report forms and additional report submittal guidance may be found on PSD's Internet web site at http://www.id.doe.gov/doeid/psd/proc-div.html. General guidance, in a question and answer format, is listed under "FA Report Submittal Guidance."
- E. Close-out Reporting. Additional, specific instructions concerning close-out documents to be provided to PSD will be sent prior to the project completion date. Close-out documents are due not later than 90 calendar days after the project completion date shown in NFAA Block 7.

REPORT ADDRESSEES

- A. Procurement Services Division (PSD): psdrept@id.doe.gov
- B. DOE Project Manager: See NFAA Block 11 for the Project Manager's Email address.
- C. Name and email of HQ Program Manager (designee):
- D. Office of Scientific & Technical Information (OSTI): http://www.osti.gov/elink. For E-link information or assistance, please refer to "Contact Information" given at the web site.